

Family Readiness System

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FRSA Program Manager

Roles and Responsibilities of FRSA

- Assist RDC, FRL and FRG Leader with FRG administrative duties
 - Calendar of FRG events, monthly meetings
 - Coordination of guest speakers/briefings to Family Members
 - Newsletters- assist/create, mail/email
 - Web-site updates/management
 - Create/Update FRG call roster
 - Serve as a resource when making referrals to local assisting agencies- ACS, Tri-Care, Family Advocacy
 - Other duties as outlined by RDC, but must pertain to Family Readiness

Level of FRSA Positions

Division Level

- Collects information required by DIV Level staff from subsidiary units
- Reports Requested information to U'R Program Manager
- Does not supervise Lower level FRSA's; however requires cooperation with Team effort

Brigade Level

- Collects information required by BDE Level staff from lower level units, BNs and reports upward to DIV Level
- Reports Requested information to U'R Program Manager
- Does not Supervise BN FRSA's, requires Cooperation with Team Effort

Battalion Level

- Collects information from Company/Troop Levels and reports upward as requested
- Reports information to U'R Program Manager

Common Misconceptions

- The FRSA is here to take over the FRG Leader role
- The FRSA is part of ACS
- The FRSA is an Administrative Assistant to the commander or others
- The FRSA is not allowed to directly assist Family Members

Roles of the Commander and FRL

Commander/RDC

- FRG is the Commander's Responsibility
- Commander Appoints FRG Leader
- Ensures Soldiers and Family Members are appropriately cared for and receive needed assistance through Family Assistance Programs

Family Readiness Liaison

- Link between Family Members and Commander
- Refers Family Members to appropriate assisting agencies
- Coordinates with Community Programs to Educate Family Members

Role of the FRG Leader

- Works with Commander, FRL, and FRSA to identify needs of Family Members
- Identifies and Resolves minor issues using FRG Resources
- Makes appropriate referrals to community agencies
- Distributes unit and installation information to Family Members
- Plans and Coordinates Family Member training to educate Family Members
- Promotes Self-Reliance